

ANNOUNCEMENT NUMBER: 06 – 14

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist, FSN-10*; FP-5*
(This position may be filled at the target grade of 10 OR as a developmental /trainee at the FSN-9 level (Starting salary JD 11,135) with promotion potential to the target grade of 10 upon meeting experience requirements, time in grade requirement and the approval of the supervisor.)

OPENING DATE: March 12, 2006

CLOSING DATE: March 26, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US \$38,636 p.a. (Starting salary)
(Position Grade: FP-5 is confirmed by Washington)

*Ordinarily Resident: JD 14,240 p.a. (Starting salary)
(Position Grade: FSN-10)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Cultural Affairs Specialist in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The Cultural Affairs Specialist counsels the Cultural Affairs Officer and Public Affairs Officer on policy, programs and procedural aspects of the Public Affairs segments of the Mission Performance Plan pertaining to women's issues, parliamentary issues, academic issues, human rights, youth and social issues. Recommends appropriate Jordanians to the different Mission's elements to attend conferences and workshops related to culture, education, civil society, democracy, and human rights either in Jordan or abroad. Reports to the Cultural Affairs Officer and the Public Affairs Officer any activities taking place in Jordan that are relevant to Public Affairs interests such as the Jordanian attitudes/thinking on U.S. foreign policy, activities, and educational initiatives. Drafts annual and periodic reports on universities, education and cultural trends in Jordan.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of a university undergraduate degree in liberal arts, education, social sciences, international relations or related field.
2. Experience:
For grade 10: Four years of progressively responsible experience in cultural or exchange activities, university teaching, or related work.
For grade 9: Three years of progressively responsible experience in cultural or exchange activities, university teaching, or related work
3. Level 4 (Fluency) in speaking/writing English and Arabic languages. **Please attach documented proof of English proficiency.**
4. Demonstration of a thorough knowledge of Jordan's political, social, economic and educational structure and institutions.
5. The ability to develop and maintain extensive high level contacts in cultural, governmental and educational circles; ability to plan and execute extensive exchange programs; ability to draft correspondence and reports in English and Arabic.
6. Ability to use standard computer software programs.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, OF-612, or Application for Employment Form); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans performance must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Evelyn Qubti-Afara
Room: 153, Ext. 6718

Applications can also be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Telephone: 5906718
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 26, 2006

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:Equbti:eq

Clearance: HRO:PKhan

CAO:DMees

FMO:KMcCarthy

Approval: MGT/C: PAdair